



## COMPUTER AND INTERNET USE POLICY

The Lemont Public Library District provides free public access to computers and the Internet in alignment with its mission to support lifelong learning and equitable access to information. This policy ensures responsible, secure, and inclusive technology use that serves the diverse needs of the community.

### Library Users' Rights

All patrons have the right to equitable and open access to the internet, consistent with the following foundational principles:

- United States Constitution, First and Fourteenth Amendments
- ALA Library Bill of Rights
- ALA Freedom to Read Statement
- ALA Access to Digital Information, Services, and Networks Statement

The Internet is an unregulated medium which contains a wide variety of material and opinions from various points of view. Not all sources provide information that is accurate, complete, or current, and some information may be considered offensive or inappropriate. The library is unable to control or monitor the content of materials on the Internet. The availability of information does not constitute endorsement of the content by the Lemont Public Library District.

### Priority for Use

The Library provides access to public desktop and laptop computers, as well as Wi-Fi, to all patrons. Use is subject to availability and user eligibility as outlined below:

### Guidelines for Access

- Wi-Fi is available 24/7, including outside the building in designated areas such as the parking lot. Signal strength may vary.
- All users must accept the terms of this Computer and Internet Use Policy before accessing public computers.
- Users under age 18 must have parental permission to access the Internet.
- Computer access is available on a first-come, first-served basis.
  - **Library cardholders in good standing** are eligible for a two-hour session.
  - **Guest users and others** receive a one-hour session.

- Time extensions may be granted in one-hour increments, based on availability.
- The number of guest passes issued per person per day may be limited depending on demand.
- Library accounts and cards may not be shared. Each user must log in with their own credentials or guest pass.
- All sound must be muted or played through headphones to avoid disturbing others.
- Patrons using personal devices or public laptops should plan to rely on battery power and avoid blocking aisles, exits, materials, or displays by plugging into outlets.

### Guest Access:

- Users without a valid library card may obtain a guest pass by presenting a current form of photo ID, such as a driver's license, school ID, military ID, or passport.

### Age-Based Access:

- **Ages 18 and older** may use the computers in the main Computer Area.
- **Ages 11–17** (or students in grades 6–12) may use the Teen Computer Area.
- **Children under 10** must be accompanied by a parent, guardian, or caregiver age 14 or older, per the Library's Unaccompanied Child Policy. The supervising individual may use a computer in the main area while accompanying the child.

### Assistance with Instruction

Library staff can provide limited assistance with using public computers and connecting to Wi-Fi, based on staff availability and expertise. For more in-depth help, patrons are encouraged to schedule an appointment with a staff member or attend a library provided technology class or program.

### Limits of Use

All users are expected to follow the Library's Code of Conduct while using the internet (including Wi-Fi), public computers, and other technology.

Library technology, including wired and wireless internet, computers, printers, and mobile devices—may only be used for lawful and appropriate purposes. Prohibited activities include but are not limited to:

- Unauthorized use of copyrighted material
- Falsifying or altering documents
- Violating software license agreements
- Infringing on intellectual property rights
- Engaging in libel, slander, misrepresentation, bullying, solicitation, or harassment
- Viewing, producing, or distributing sexually explicit material
- Producing or displaying materials or objects that could be construed as weapons
- Damaging or tampering with Library equipment, software, or system settings

- Interfering with Library network performance
- Attempting to bypass or compromise system security

Violations of this or any other Library policy may result in consequences including but not limited to:

- Refusal of time extensions
- Termination of a computer or internet session, with or without warning
- Being asked to leave the premises
- Temporary or permanent limitation or suspension of Library privileges
- Referral to law enforcement if the behavior involves suspected illegal activity.

## Security and Storage

Public computers and internet access are provided as a convenience, but users do so at their own risk. These connections, especially wireless, are not secure. The Library cannot guarantee the privacy or protection of personal data. Users are responsible for safeguarding their own information and should avoid transmitting sensitive or identifying details.

The Library is not liable for any loss or damage resulting from use of its computers, network, or connection to external internet services.

The Library does not offer long-term storage for patron files. Any documents saved during a session will be permanently deleted when the session ends. Patrons are encouraged to save their work to personal devices or cloud-based accounts.

## Damages and Liability

The Library is not responsible for loss, theft, or damage to any personal equipment, software, or data. Patrons use Library technology and facilities at their own risk.

Personal belongings should not be left unattended. If a computer or workstation appears to be left unoccupied for more than 10 minutes, Library staff may remove items and reassign the station to another user. The Library assumes no responsibility for unattended or removed items.

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